



Federal Work-Study Position

Salary: \$18 per hour
Location: Library, LRC
Job Type: Federal Work-Study/Part-time
Department: Library Services
Opening Date: 08/01/2024

General Job Description

The primary purpose of this work study job is to assist students/patrons in the library and computer lab. Additional duties in the library include shelving library materials, assisting with processing and de-processing of materials, assisting with collection management projects, etc.

Duties

- ⚙ Assist students/patrons at the library's Service Desk.
- ⚙ Assist students/patrons in the library's Computer Lab.
- ⚙ Shelf library materials and maintain shelf order.
- ⚙ Assist with the processing (and de-processing) of library materials.
- ⚙ Assist with College Archives projects.
- ⚙ Assist with library displays as needed.
- ⚙ Assist in keeping a clean work area.
- ⚙ Perform special projects as assigned.
- ⚙ Provide excellent customer service.
- ⚙ Maintain confidentiality of sensitive information.

Required and Preferred Qualifications

- ✓ Admitted to a degree or diploma program.
- ✓ Meet the Satisfactory Academic Progress requirements for Federal Student Aid
 - Earn and maintain a cumulative GPA of at least 2.0.
 - Earn and maintain a cumulative completion rate of 67%
 - Complete your program of study within 150% of the published length of the program.
- ✓ Complete and submit a Federal Work-Study Application to the Office of Financial Aid and Veterans Affairs
- ✓ Pass a background check that is utilized by Randolph Community College when hiring all employees.

While the Federal Work-Study program has no specific enrollment level requirements, Randolph Community College gives priority to students enrolled in at least six credit hours each semester.

Agency | Randolph Community College
Address | 629 Industrial Park Ave. · Asheboro, North Carolina, 27205

Phone | 336-633-0256
Website | www.randolph.edu/rcc-jobs.html